

Revised: March, 2010  
Approved by Council: March 15, 2010



TERMS OF REFERENCE

OFFICIAL PLAN REVIEW

For the

TOWNSHIP OF CRAMAHE

(2010)

# Township of Cramahe Official Plan Review

## 1.0 BACKGROUND

The Township of Cramahe is a community of approximately 6,000 located on the north shore of Lake Ontario between Toronto and Kingston. In 2001 the Township of Cramahe and Village of Colborne governments amalgamated to form one unified municipal governmental body, the Township of Cramahe.

The largest settlement area in the Township is the Village of Colborne, situated in the southwest part of the Township, south of the 401 Highway. Other designated settlement areas include the hamlets of Castleton, Dundonald and Salem Corners. The predominant form of land use in Colborne and other settlement areas is residential. Cobourg, Peterborough and Belleville as well as larger centres such as the cities of Oshawa and Toronto along the Highway 401 corridor are all within commuting distance of Cramahe Township and offer opportunities for employment.

The Township of Cramahe Official Plan was adopted by Council in 2004 and approved by the Ontario Municipal Board in 2005. The Official Plan anticipated a planning horizon for a period extending through the year 2016.

Places to Grow: Growth Plan for the Greater Golden Horseshoe (GPGGH)

On June 16, 2006, the Government of Ontario released the Growth Plan for the Greater Golden Horseshoe (GPGGH). The GPGGH has been prepared under the Places to Grow Act (2005) and guides decisions related to transportation, infrastructure planning, land-use planning, urban form, housing, natural heritage and resource protection in ways that promote economic prosperity. The Growth Plan builds on other government initiatives including the Greenbelt Plan and the Provincial Policy Statement. The Township of Cramahe is located within the Greater Golden Horseshoe.

The guiding principles of the Growth Plan include;

- Build compact, vibrant and complete communities.
- Plan and Manage growth to support a strong and competitive economy.
- Protect, conserve, enhance and wisely use the valuable natural resources of land, air and water for current and future generations.
- Optimize the use of existing and new infrastructure to support growth in a compact efficient form.
- Provide for different approaches to managing growth that recognize the diversity of communities in the GGH.
- Promote collaboration among all sectors- government, private and non-profit and residents to achieve this vision.

The Growth Plan promotes intensification of the existing built-up-area, with a focus on urban growth centres, intensification corridors, major transit station areas, brownfield sites and greyfields.

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The Growth Plan requires all municipalities to develop and implement, through their official plans and other documents, a strategy and policies to phase in and achieve intensification and the intensification target. The Plan requires that where planning is not conducted by an upper tier government (such is the case in Northumberland County), the affected lower tier municipalities and the upper-tier municipality will work together to implement the following policies found under Section 5/4/2/2;

- Allocate the growth forecasts provided in schedule 3 to the lower-tier municipalities.
- Identify intensification targets for lower-tier municipalities, to achieve the intensification target and density targets for urban growth centres where applicable.
- Identify density targets for the designated Greenfield areas of the lower-tier municipalities, to achieve the density target for designated Greenfield areas.
- Provide policy direction on matters that cross municipal boundaries

The County of Northumberland is the upper tier level of municipal government for seven local municipalities; however the County does not have a planning function or Official Plan. Accordingly, the County of Northumberland, in partnership with the Province and local area municipalities is currently completing a comprehensive Growth Management planning exercise, in an effort to properly implement the intensification and growth allocation policies.

The Township of Cramahe now proposes to undertake a 5 year review of its Official Plan, in accordance with the Planning Act and Places To Grow legislation. One component of the Township of Cramahe Review process is to draw upon the data compiled from the County Growth Management Study and incorporate policies which appropriately reflect the principles of the Provincial Growth Plan.

### **2.00 OBJECTIVE AND SCOPE**

The Corporation of the Township of Cramahe is required to undertake a 5-year review of the Official Plan. This process is intended to review and update the current Official Plan to reflect new policy and regulatory initiatives and address emerging issues and trends in sustainable community planning for the time horizon of 2030.

In particular, the Official Plan Review will generally focus around the following key policy areas:

1. Recent Provincial planning initiatives such as the Ontario Planning Act, Provincial Policy Statement (PPS) and Growth Plan for the Greater

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Golden Horseshoe (GPGGH), the Greenbelt Act and the Oak Ridges Moraine Act.

In accordance with Provincial direction, the Official Plan is required to be updated to reflect a policy framework that:

- Manages change and promotes efficient use of resources for a strong, liveable and healthy community;
- Promotes compact built form and an appropriate mix of land uses and densities which minimizes the consumption of land and maximizes the use of existing infrastructure;
- Identifies areas for intensification and re-development in a manner that is sensitive to the character of surrounding residential neighbourhoods;
- Promotes transit-supportive development patterns;
- Provides for an appropriate mix of housing types and densities to meet projected requirements, including housing which is affordable for low to moderate income households;
- Provides for a healthy mix of employment uses and supply of employment lands in suitable locations to meet projected targets;
- Promotes active communities through the development of complete streets (pedestrians and cyclists) and generous public open space areas;
- Promotes energy conservation and efficiency to minimize impacts to air quality and climate change;
- Protects natural, cultural heritage, water and other resources for current and future generations;
- Maintains and enhances the viability and vitality of downtowns and mainstreets;
- Promotes the redevelopment of brownfields;
- Identifies and protects prime agricultural land;
- Plans for infrastructure demand, management and investment; and,
- Provides the tools necessary to appropriately implement these planning directives.

### 2. Growth Management

A growth management strategy will be required to properly manage and guide future growth and development within existing built up areas and Greenfield areas in accordance with the Growth Plan and County GMS. The strategy should provide for sustainable long term growth and development, appropriate locations for and sequencing of development, and the provision of and timing for infrastructure assessments and improvements and the review of settlement areas.

### 3. Intensification

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In light of the directives of the Growth Plan and the subsequent pressures for intensification in the built up areas of the community, it will be important to ensure that there is appropriate policy direction in the Official Plan to guide new development within existing areas, ensure compatibility, and maintain consistency with the PPS and Growth Plan. Accordingly, a review of the existing intensification policies shall occur and, where necessary, new policies and/or a strategy should be developed to address: intensification areas and/or corridors; land use mix; height; massing; density; compatibility; buffering; urban design requirements; brownfields; and open space/amenity areas. The Province of Ontario requires that the Municipality establish intensification targets.

### 4. Sustainable Community Development and Design

The Official Plan can play an important role in establishing a supportive policy framework for encouraging quality “green” initiatives in sustainable community planning. Such initiatives may include the promotion of Leadership in Energy and Environmental Design (LEED) neighbourhood design and equivalent, green buildings, alternative energy sources, and other current and leading edge technology which is aimed at conserving resources, improving efficiencies and reducing greenhouse gases. The Current Official Plan contains very little reference to energy and resource conservation or environmental sustainability in planning. The policy framework should be developed with regards to the Green Energy and Economy Act.

### 5. Accessibility and Visitability

Although the Township of Cramahe has adopted its own Accessibility Standards, the Official Plan should be updated to reflect these standards and the applicable sections of the Ontarians with Disabilities Act, 2001 (ODA) and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). The intent of the OADA is to develop common standards that will integrate accessibility as part of the regular business and capital planning for the public and private sectors, which will work towards achieving a fully accessible province by the year 2025.

### 6. Floodplain Policy

The Lower Trent Conservation Authority had recently updated mapping of local watersheds and floodplain policies for the community. The Official Review should incorporate new floodplain policies to reflect this new Information, including Lake Ontario Shoreline Natural Hazards.

### 7. Division of Land

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In light of the directives of the Growth Plan, it will be important to ensure that there is appropriate policy direction in the Official Plan to guide the division of land including subdivisions and severances. A review of the existing land division policies shall occur and, where necessary, new policies and /or a strategy should be developed.

### 8. Mapping

A comprehensive review of the Official Plan maps will be completed to ensure current land-use designations are appropriate, including, but not limited to Agricultural and Aggregate Resource designation. “Ground truthing” should be undertaken in consultation with Ministry representatives by physically inspecting lands that require clarification. Maps will be created and provided in a digital “GIS” format.

### 9. Well Head Protection Areas and Related Vulnerability

The Trent Conservation Coalition Source Protection Committee is in the process of reviewing Municipal Groundwater systems and identifying wellhead protection areas and related vulnerability scores pursuant to the *Clean Water Act*. New policies and/or a strategy to protect the municipal well head areas within the Township of Cramahe, reflecting the associated vulnerability scores should be developed.

### 10. Urban Design Guidelines

Investigate the feasibility of enhanced site plan control to include urban design guidelines/policies especially for “infill” development.

### 11. General Review

A general review and update of the existing Township of Cramahe Official Plan policies is required to ensure consistency and effectiveness in accordance with provincial and local initiatives.

### 12. Natural Heritage Features and Systems

The Official Plan should incorporate existing natural heritage features and systems as identified by the Ministry of Natural Resources and current “species at risk”.

The Official Plan Review will be conducted with the benefit of public engagement and consultation program that will promote input and foster consensus with stakeholders, including Council, the Official Plan Review

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Steering Committee, the public, municipal staff, governmental agencies, the private sector and non-governmental organizations.

### **3.0 PROPOSED WORKPLAN**

#### Stage 1: Data Collection and Background Review

The Data Collection and Background Review stage will consist of collecting and reviewing all relevant existing background information and undertaking appropriate initial consultations with interested stakeholders. The process will culminate with the preparation of a Stage 1 Discussion Paper and/or Background Report which provides an inventory of available data and input received, and outlines/confirms the common issues, trends, facts, assumptions, opportunities and constraints affecting the local planning environment. Issues may be refined, or additional issues may be identified based on the review process.

The background documentation will be made available to Council, the public, agencies and other stakeholders for review and comment. It is expected that at least one public forum (open house or workshop etc.) will occur during this Stage.

#### Stage 2: Policy Formulation

This stage will involve the initiation of appropriate studies and analysis on key subjects identified during Stage 1, which will lead to the formulation of a draft policy framework. A review of the existing Official Plan land use designations, policies and any amendments thereto will also occur to ensure consistency is achieved.

A Stage 2 policy Report will be prepared which outlines the policy options and recommendations for consideration. Any supporting studies and/or reports will be incorporated into the Report as Appendices. A public consultation process will be conducted within this Stage to inform the stakeholders of the information and seek further input.

#### Stage 3: Policy Refinement and Final Adoption

Based on the feedback obtained during the prior stages, the Consultant will refine the draft policies and create draft Amendments to the Official Plan for consideration by the Steering Committee and Council. A formal public meeting under the Planning Act will be convened by Council to review the final Amendments.

### **4.0 PUBLIC PARTICIPATION/COMMUNITY CONSULTATION**

Public and other stakeholder involvement is key to the success of this project. The consultant shall design a formal community consultation process which outlines

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the method(s) and tools for engaging stakeholders in the community and maximizing input at each stage of the project, including but not limited to public meetings, workshops, notices and mail/hand-outs.

At least three (3) meetings/sessions open to the general public should be held (including the statutory Planning Act public meeting). In addition, individual meetings should be held with key stakeholders, including municipal staff, municipal Advisory Committees, public agencies, the business community and community interest groups. Written briefs and other documentation shall be encouraged and accepted by the Consulting Firm.

**5.0 SCHEDULE**

The intention is to complete the project by June of 2010 to meet the deadline of June 16, 2010 that has been assigned by the Minister of Energy and Infrastructure for the Township of Cramahe’s Official Plan to conform with the Growth Plan.

Item	Task	Date
1.	Retain services of Planning Consultants	December 2009
2.	Special Council Meeting to seek input	March 15, 2010
3.	Steering Committee/Consultant/Ministry “One Window” meeting	March 29, 2010
4..	Stage 1: Data Collection, background review, stakeholder consultations	Feb/March/April
5.	Background Report to Steering Committee & Open House	May
6.	Stage 2: Study Work and Policy Formulation	June/July
7.	Draft Policy Report to Steering Committee & Public Forum (30 days for comment from Ministry)	August
8.	Stage 3: Policy Refinement	
9.	Final Report/Draft Amendment to Steering Committee and Ministry	September
10.	Public Meeting and Council decision	October
11.	Submission to Province for Final Approval	October

**6.00 BUDGET     \$34,000.00**

The Consultant Team Project Leader will be responsible for submitting detailed invoices which describe the work undertaken within each invoice time period, the personnel employed and hours expended by the hourly rate, disbursements, total fee for each invoice and total budget expended/remaining on the project.

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## **7.00 DELIVERABLES**

All reports will be delivered in the following format:

- ❖ 10 bound colour copies, including maps
- ❖ 1 unbound “original” print-ready colour copy
- ❖ 1 CD (pdf) and any related colour photos, graphics and maps in Town-compatible software (AutoCad, Word, Excel, PowerPoint, jpg, etc.)
- ❖ Any GIS mapping in transferable format for Municipal use
- ❖ 1 hard copy print and CD of presentation boards and materials

All of the documentation shall be prepared in a format which will enable it to be placed on the municipal web site. It is expected that newsletters, brochures and other forms of communication will also be required to inform the public, which shall be prepared in full colour. Presentations will be provided in PowerPoint format wherever possible.

## **8.0 PROJECT ADMINISTRATION**

The study process will be managed on behalf of the Township by a Steering Committee comprised of the Land Division Advisory Committee (3 citizens appointed by Council) plus 1 member of Council. The Consultant may wish to establish Working Groups to accommodate a wider cross-section of the community (ie. Municipal advisory committees, municipal staff, public agencies, community organizations).

The Chief Administrative Officer shall act as Project Co-ordinator, and shall be the day-to-day contact for the Consulting Firm. The Project Co-ordinator will provide the Consulting Firm with relevant resource materials, including related studies and reports, and key stakeholder/interest group contact lists. Other municipal staff are available to assist and provide input where required.

The Steering Committee will meet with the Consulting Firm at the outset to approve the work plan and roles, and regularly thereafter to monitor and review progress, and to provide direction and input as required. The Steering committee shall review all draft Reports and associated documentation to ensure compliance with the Terms of Reference prior to a recommendation and final deliverables being brought forward to Cramahe Municipal Council.

## **9.0 CONSULTANT EXPECTATIONS**

While the Consultant will work with the Steering Committee and stakeholders in compiling and reviewing information throughout the Official Plan Review process, it is expected that the Consultant will provide sound, objective and defensible analysis and reports based on technical and professional judgement, which may or may not necessarily be consistent with the opinions and conclusions of the Steering Committee, municipal staff or other community stakeholder inputs. The documentation arising out of the

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Official Plan review process shall be consistent with/conform to all Provincial legislation and policies, such as the Planning act, Provincial Policy Statement (PPS), and the Growth Plan.

The lead Consultant and applicable representatives shall attend all meetings required during the project, and present the project recommendations and amendments to Council prior to adoption. The Consultant Teams' representatives attending meetings shall be thoroughly versed and knowledgeable with respect to the proposed topics of discussion and shall have the authority to make the necessary decisions and commitments with respect to matters agreed upon at the meetings. The Consultant will also be required to provide all documentation, including reports, maps, drawings, and amendments, in electronic form, and the Township shall have the right to reproduce further copies.

### **10.0 SUMMARY OF AVAILABLE MUNICIPAL RESOURCES**

The following municipal background information resources are available in the municipal offices of the Township of Cramahe:

- Township of Cramahe Official Plan(2005)
- Township of Cramahe Zoning By-law No. 08-18
- Township of Cramahe Development Charges Study, 2008
- Township of Cramahe Planning Application Review Report, 2008
- Township of Cramahe Building Permit Review Report,2008
- Township of Cramahe, Economic Development Strategic Plan (Shaping our Future – the road ahead....2005- 2009)
- Township of Cramahe Strategic Plan (Creating Cramahe 2006-2010)
- Township of Cramahe Parks & Recreation Master Plan, 2004
- Township of Cramahe Business Retention & Expansion Project (Manufacturing Sector), 2006
- Northumberland County Economic Development Strategy
- Township of Cramahe Community Improvement Plan
- Township of Cramahe Accessibility Plan 2009

#### Liability for Errors

While the Township has used considerable efforts to ensure an accurate representation of information in this Terms of Reference, the information contained is supplied solely as a guideline. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive. Nothing in this Terms of Reference is intended to relieve the Consultant from forming their own opinions and conclusions with respect to the matters addressed in this document.

#### Modification of Terms

The Township reserves the right to modify the terms of reference at any time at its sole discretion.

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### Ownership of Proposals and Freedom of Information

All documents, submitted to the township become the property of the Township. They will be received and held in confidence by the Township, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

### Confidentiality of Information

Information pertaining to the Township obtained by the Consultant as a result of participation in this project is confidential and must not be disclosed without written authorization of the Township.

### Compliance with Laws

The Consultant will give all the notices and obtain all the licenses and permits required to perform the work. The Consultant will comply with all laws applicable for performance of the Official Plan Review.